

**LAND USE
LAND USE COORDINATOR**

DEFINITION

Responsible supervisory, administrative, and technical work in coordinating the land use support staff and the work of various land use related boards and committees; and related work as required.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Supervises department staff, prepares departmental budget
- Responsible for budget administration.
- Directs and motivates staff to provide high quality service to the town, other departments, and each other. Ensure effective and courteous service is provided to constituents, applicants, landowners, and residents.
- Promotes the best interests of the town through the establishment, revision, and pursuit of strategies, bylaws, plans, programs, and outreach that addresses the town's needs and interests in affordable housing, land use, community and economic development, and conservation.
- Responsible for overseeing staff and associated boards and commissions with the maintenance and updating of all Land Use planning documents, e.g., Master Plan, Open Space and Recreation Plan, Municipal Vulnerability-Hazard Mitigation Plan, and optimizing the implementation of these Land Use plans.
- Researches and develops zoning amendments, new by-laws, regulations, policies, practices, and fees in response to Planning Board and/or Select Board initiatives.
- Oversees the professional support provided by the Department to the Conservation Commission, ensure coordination of land use and wetland protection laws on applications before the Planning Board and Conservation Commission; Oversees projects receiving approval of the Planning Board and ensure proper oversight of projects receiving approval of the Conservation Commission, ensures the projects are complying with all permit restrictions and requirements, and applicable local by-laws.
- Conducts the first review of Stormwater management permit applications.
- Manages the Town's National Pollution Discharge and Elimination System (NPDES) storm water permit from the EPA.
- Coordinates and streamlines the municipal permitting and approval process, municipal inspections and enforcement actions.
- Coordinates and schedules meetings with various department heads, municipal staff, appointed committees, and members of the general public to share information,

- delegate tasks, review progress, and facilitate successful completion of projected goals.
- Monitor national, state and municipal community development trends and interpret such trends; recommend priorities and projects for physical, environmental and economic development; maintain and updates planning data including land use maps, overlays, and statistical information.
 - Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socioeconomic data, etc.
 - Performs similar or related work as required, directed or as situation dictates

SUPERVISION RECEIVED

Under the administrative direction of the Town Administrator, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts which arise and coordinate with others as necessary.

SUPERVISION EXERCISED

The Coordinator, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. The employee gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; recommends resolutions to employee complaints and disciplinary actions to the Town Administrator. Has substantial responsibility for technical soundness of subordinates' work.

JUDGMENT AND COMPLEXITY

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise are required to secure support, concurrence

and acceptance or compliance.

CONFIDENTIALITY

Employee has access to sensitive information in the performance of their duties.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Land Use Planning, Public Administration, Environmental Science, Regional Planning or related field required, and three to five years of relevant experience, or any equivalent combination of education, training, certification and experience. A valid Massachusetts Driver's License is required.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Comprehensive knowledge of the current principles and practices of planning, zoning, and of related state and local land use legislation, procedures, codes, and standards. Working knowledge of computers with AutoCAD and GIS experience preferred. Thorough knowledge of the Massachusetts Wetlands Protection Act and regulations promulgated pursuant to the Act. Good working knowledge of and proficiency in the use of office automation, planning materials, tools, and other resources. Working knowledge of state and local wetland protection practices. Working knowledge of personnel management, municipal budgeting, record-keeping, purchasing procedures, procurement laws, public records laws, the open meeting law, and ethics laws.

Abilities: Ability to communicate effectively both orally and in writing; understand and explain various types of correspondence, reports and media; maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials and the general public; conduct business in a diplomatic, professional and courteous manner, especially in contentious or confrontational situations; meet deadlines and work independently; multi-task and prioritize tasks; provide excellent customer service. Ability to interpret complex engineering drawings and to read and interpret plans, laws, and regulations.

Skills: Excellent organizational skills. Skill in developing policies and procedures to accomplish goals and objectives. Excellent customer service and public relations skills. Strong public speaking and presentation skills. Proficiency in software applications commonly in use by municipalities for word processing, spreadsheets, database, presentations, and mapping. Strong grant-writing, analytical, written and oral communication skills.

WORK ENVIRONMENT

The work is performed in a typical office environment.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

The work involves sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.